

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 PM POLICY MEETING
January 13, 2026

City Building
55 South State Street
Clearfield City, Utah

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PRESIDING: Mayor Mark Shepherd

PRESENT: Mayor Mark Shepherd, Councilmember Nike Peterson, Councilmember Karece Thompson, Councilmember Megan Ratchford, Councilmember Dakota Wurth, Councilmember Danielle King

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Spencer Brimley, City Attorney Stuart Williams, Police Chief Kelly Bennett, Community Services Director Eric Howes, Community Services Deputy Director Curtis Dickson, Public Works Director Adam Favero, Community Development Director Stacy Millgate, Planner Tyson Stoddard, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor

VISITORS: Tony DeMille, David Lewis – D.R. Horton, Trinity Larkin – Utah Dumped Ducks Network, Justin Anderson, Carson Cronk, Basil Chelemes, Tanner Webster, Connor DeBry

Mayor Shepherd called the meeting to order at 7:01 p.m.

Councilmember Wurth led the opening ceremonies.

APPROVAL OF MINUTES

November 18, 2025 – work meeting

November 25, 2025 – work meeting

November 25, 2025 – policy meeting

December 9, 2025 – work meeting

December 9, 2025 – policy meeting

Councilmember Peterson moved to approve the November 18, 2025 work meeting, November 25, 2025 work meeting, November 25, 2025 policy meeting, December 9, 2025 work meeting, and December 9, 2025 policy meeting, seconded by Councilmember Ratchford.

RESULT: Passed [5 TO 0]

YES: Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth, Councilmember King

NO: None

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON A PROPOSED DEVELOPMENT AGREEMENT FOR THE MIXED USE PROJECT LOCATED AT 175 WEST ANTELOPE DRIVE

Mayor Shepherd opened the public hearing to receive public comment on a proposed development agreement for a mixed-use project located at 175 West Antelope Drive.

Tyson Stoddard, Planner, presented background information on the development agreement. He explained that the property had previously been subject to a General Plan amendment and rezone request, which was approved by the Council contingent upon execution of a development agreement. The agreement was intended to establish standards and requirements governing future development of the site.

Mr. Stoddard explained that the project included two primary components: commercial development along Antelope Drive and residential townhomes at the rear of the property. The agreement required a minimum of 9,000 square feet of commercial floor area, proposed across three commercial buildings. The residential component allowed up to 55 townhomes at a density of approximately 13 units per acre, limited to two stories.

He noted that the agreement required the townhomes to be sold for owner occupancy, with a one-year owner-occupancy requirement. The planner described the proposed site layout, access points, shared access agreements with adjacent properties, and coordination with the school district for access near South Main Street. He reviewed parking, pedestrian circulation, architectural standards, and private street requirements. A traffic study prepared for the project projected approximately 4,000 daily trips at full build-out, with most traffic associated with drive-through commercial uses. The study concluded that roadway widening was not required, though striping modifications were recommended.

Mr. Stoddard reported that the Planning Commission recommended approval of the development agreement and that revisions had been made following the City Council work session discussion, including incorporation of the one-year owner-occupancy requirement.

Mayor Shepherd invited public comment.

The following individuals spoke in support of the project, citing housing affordability, limited availability of entry-level homeownership options, and the importance of providing opportunities for local families to remain in Clearfield. Some speakers expressed appreciation for the one-year owner-occupancy requirement as a balance between development feasibility and community stability:

- Basil Chelmes, property owner
- Tony DeMille, community member
- Tanner Webster, nearby property owner
- Carson Cronk, prospective homebuyer
- Connor DeBry, recent homebuyer

The City Recorder reported receipt of a written comment submitted by Adam Speth, President of the Northern Wasatch Association of Realtors, via email, expressing support for the project and emphasizing the need for additional housing inventory and attainable homeownership options within the city.

No comments in opposition were received.

Councilmember Thompson moved to close the public hearing at 7:24 p.m., seconded by Councilmember Wurth.

RESULT: Passed [5 TO 0]

YES: Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth, Voting Member King

NO: None

OPEN COMMENT PERIOD

Mayor Shepherd opened the floor for general public comment.

Trinity Larkin addressed the Council regarding environmental and safety concerns at Steed Pond. The speaker described repeated instances of wildlife injury caused by discarded fishing line and debris and reported a growing population of abandoned domestic ducks at the pond. The speaker stated that volunteer cleanup efforts had not resolved the issue and requested Council consideration of a fishing ban at the pond, installation of signage discouraging illegal dumping of domestic animals, and providing information on proper surrender options.

Mayor Shepherd thanked the speaker and stated that the matter could not be acted upon during the meeting but would be referred to Parks and Recreation staff for review and consideration.

APPROVAL OF ORDINANCE 2026-01 APPROVING A DEVELOPMENT AGREEMENT FOR THE MIXED USE PROJECT LOCATED AT 175 WEST ANTELOPE DRIVE

Mayor Shepherd opened City Council discussion regarding approval of Ordinance 2026-01 approving the development agreement for the mixed-use project at 175 West Antelope Drive.

Councilmember Peterson expressed general support for the project but voiced her continued concerns for traffic impacts to the community. Councilmember Peterson recommended adding language to the development agreement requiring the one-year owner-occupancy restriction to also be included in the homeowners association (HOA) CC&Rs, noting it would assist with long-term compliance and enforcement.

Councilmember Wurth expressed appreciation to the public for participation and stated that the Council had spent significant time deliberating access, traffic, and land-use impacts. Councilmember Wurth emphasized that the project aligned with Council goals to preserve commercial corridors, provide attainable homeownership opportunities, and introduce amenities beneficial to residents.

Mayor Shepherd acknowledged ongoing concerns regarding access and traffic but stated that development of the property would generate traffic regardless of use. Mayor Shepherd emphasized the city's need for attainable housing and expressed appreciation for public engagement.

Councilmember Ratchford commended the applicant for consistently responding to Council feedback and working collaboratively throughout the review process, describing the effort as a partnership rather than an adversarial process.

Councilmember Ratchford moved to approve Ordinance 2026-01 approving the development agreement for the mixed-use project at 175 West Antelope Drive, including language to be crafted by staff requiring the owner-occupancy provision to be included in the CC&Rs, and authorizes the mayor's signature to any necessary documents, seconded by Councilmember Wurth.

RESULT: Passed [4 TO 1]

YES: Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth, Councilmember King

NO: Councilmember Peterson

MAYORAL APPOINTMENT

Mayor Shepherd recommended the appointment of Councilmember Megan Ratchford as Mayor Pro Tem for calendar year 2026.

Councilmember Wurth moved to approve and consent to the mayor's appointment of Councilmember Megan Ratchford as the Mayor Pro Tem for calendar year 2026 and authorize the mayor's signature to any necessary documents, seconded by Councilmember Thompson.

RESULT: Passed [5 TO 0]

YES: Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth, Voting Member King

NO: None

APPROVAL OF RESOLUTION 2026-01 APPOINTING COUNCILMEMBER DANIELLE KING AS CLEARFIELD CITY'S REPRESENTATIVE ON THE MOSQUITO ABATEMENT DISTRICT – DAVIS COUNTY BOARD

Mayor Shepherd recommended appointment of Councilmember Danielle King as Clearfield City's representative to the Davis County Mosquito Abatement District.

Councilmember Ratchford moved to approve Resolution 2026R-01 appointing Councilmember Danielle King as Clearfield City's representative on the Mosquito Abatement District-Davis County Board and authorize the mayor's signature to any necessary documents, seconded by Councilmember Peterson.

RESULT: Passed [5 TO 0]

YES: Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth, Voting Member King

NO: None

APPROVAL OF RESOLUTION 2026R-02 MAKING APPOINTMENTS TO THE NORTH DAVIS FIRE DISTRICT'S ADMINISTRATIVE BOARD OF TRUSTEES

Mayor Shepherd recommended reappointment of Mayor Shepherd and appointment of Councilmember Wurth to the North Davis Fire District Administrative Board of Trustees, with terms expiring December 31, 2029.

Councilmember Ratchford moved to approve Resolution 2026R-02 reappointing Mayor Mark Shepherd and appointing Councilmember Wurth to the North Davis Fire District's Administrative Board of Trustees with terms expiring December 31, 2026 and authorize the mayor's signature to any necessary documents, seconded by Councilmember Thompson.

RESULT: Passed [5 TO 0]

YES: Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth, Voting Member King

NO: None

COMMUNICATION ITEMS

MAYOR'S REPORT

Mayor Shepherd

- Nothing to report.

CITY COUNCIL'S REPORTS

Councilmember Peterson

- Nothing to report.

Councilmember Wurth

- Informed the Council of his additional appointment to the Open Doors Board. Councilmember Wurth stated enthusiasm for continuing service in support of firefighters and social service initiatives and expressed appreciation for the opportunity to contribute to both public safety and community welfare efforts.

Councilmember Ratchford

- Reported on attendance at a recent open forum hosted by Hill Air Force Base, noting participation alongside community members, regional stakeholders, and base leadership. Councilmember Ratchford conveyed that HAFB representatives expressed significant appreciation for the support provided by Clearfield City and Davis County, particularly in welcoming military families and personnel assigned to the area. Councilmember Ratchford

stated that HAFB leadership asked how they could further give back to the community and invited future collaboration opportunities. Additionally, Councilmember Ratchford shared an example of community partnership involving Lifetime Products, which donated a playground structure to a local child experiencing serious health challenges, allowing the child to safely play at home. Councilmember Ratchford emphasized that the donation was made without request for recognition and highlighted the company's role as a positive corporate citizen within the community.

Councilmember King

- Thanked the Council for the welcoming and supportive transition into council service. Councilmember King expressed appreciation for the opportunity to serve and stated enthusiasm for working collaboratively with fellow councilmembers. Councilmember King also announced acceptance of the role as Council liaison for Communities That Care, indicating plans to participate in policy workgroups and community meetings associated with that organization.

Councilmember Thompson

- Nothing to report.

CITY MANAGER'S REPORT

JJ Allen, City Manager

- Reported on the upcoming Council retreat and encouraged councilmembers to prepare thoughts on what priorities or objectives they had for their term of service and review budget materials in advance. He noted the Martin Luther King Jr. Day holiday closure of city offices. He reported on a recent legislative tour, and the upcoming annual employee holiday party. He reported that he would be meeting with department heads to debrief direction that would be received from council at the council retreat.

STAFF REPORTS

Nancy Dean, City Recorder

- Provided an update on the meeting schedule and noted there would be no meeting the following week but meetings would resume on January 27, 2026 with work and policy meetings.
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Councilmember Thompson moved to adjourn the policy meeting and reconvene as the CDRA board at 7:47 p.m., seconded by Councilmember Wurth.

RESULT: Passed [5 TO 0]

YES: Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth, Voting Member King

NO: None

APPROVED AND ADOPTED
This 27th day of January 2026

/s/ Mark R. Shepherd, Mayor

ATTEST:

/s/ Nancy R. Dean, City Recorder

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, January 13, 2026.

/s/ Nancy R. Dean, City Recorder